



# WELCOME TO THE 2009 MAEFAIRS TRAINING

Denise Juneau, Superintendent • Montana Office of Public Instruction • [www.opi.mt.gov](http://www.opi.mt.gov)

# School Finance Division Contact List

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**MAEFAIRS Programmer**

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**Financial Specialist**

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**Pupil Transportation Director**

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**Kathleen Wanner**

**Financial Specialist**

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# Installing CITRIX

Montana Office of Public Instruction - Win

http://www.opi.mt.gov/ [www.opi.mt.gov](http://www.opi.mt.gov/)

File Edit View Favorites Tools Help

Montana Office of Public ... Intranet - Home

Programs & Services of OPI:  
Official Mail RSS FEED OPI Staff Calendar Other Links Home

Get Answers Parents Ed Data Indian Ed **IRIS** Jobs Licensing Ed News METNET NCLB Report Card

Google Site Search Search

## OPI Web Weekend Outage beginning Saturday, July 25

Our server **IRIS Tab** conditioning overhaul in order to provide better cooling for our equipment. It will be necessary to shut down all equipment contained in the server room in order to prevent it from overheating while the old A/C unit is removed and a new one installed.

There is a chance the outage will only be for Saturday, July 25, but may be unavailable for the entire weekend.

### Upcoming Events

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Jul 2009 (Thu)  
[OPI School Budgeting Summer Workshop](#)  
[Havre Great Northern Inn](#)

22 Jul 2009 (Wed)  
- 24 Jul 2009 (Fri)  
[New Sounds of JW Pepper 2009 - 22 renewal units](#)  
[Billings Holiday Inn, Billings, MT](#)

24 Jul 2009 (Fri)  
[OPI School Budgeting Summer Workshop](#)  
[Great Falls Hampton Inn](#)

25 Jul 2009 (Sat)  
[Cash Requests Due for OPI State and Federal Grants](#)

view calendar

### Welcome from Superintendent Denise Juneau

I am pleased to welcome Dennis Parman as our new Deputy Superintendent.

Dennis has more than 29 years of education experience having served as District Superintendent of Shelby Public Schools and Assistant Superintendent and District Superintendent of Havre Public Schools. Dennis served as liaison to the National Board for Professional Teaching Standards and was named School Administrator of the Year in 2005 by the Montana Library Association. Parman is a member of the American Association of School Administrators and School Administrators of Montana.

I would also like to introduce the rest of my appointed staff.

### Madalyn Quinlan, Chief of Staff

Madalyn has served the Office of Public Instruction for eighteen years, most of those in the capacity of Chief of Staff.

### Ann Gilkey, Chief Legal Counsel

Ann most recently worked as the Equal Justice Coordinator for the State Bar of Montana. She also served as a program specialist for the Montana Supreme Court Assessment Program and was an adjunct professor at The University Of Montana School Of Law.

### Linda Kaiser, Director of Communication

Linda has over 20 years of leadership experience in the communication field and has directed the Marketing and Public Relations efforts for several large companies in Montana.

### Judy Snow, State Assessment Director

Judy has worked as State Assessment Director for the past eight years. Prior to joining OPI, she served as an adjunct instructor for the University of Great Falls and taught public school in Great Falls.

More...

Denise

### Recovery Act News

On February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act. The Recovery Act contains several sources of funding for K-12 education. Click on the links below for more information.

[Office of Public Instruction's Recovery Act Information for Montana Schools](#)

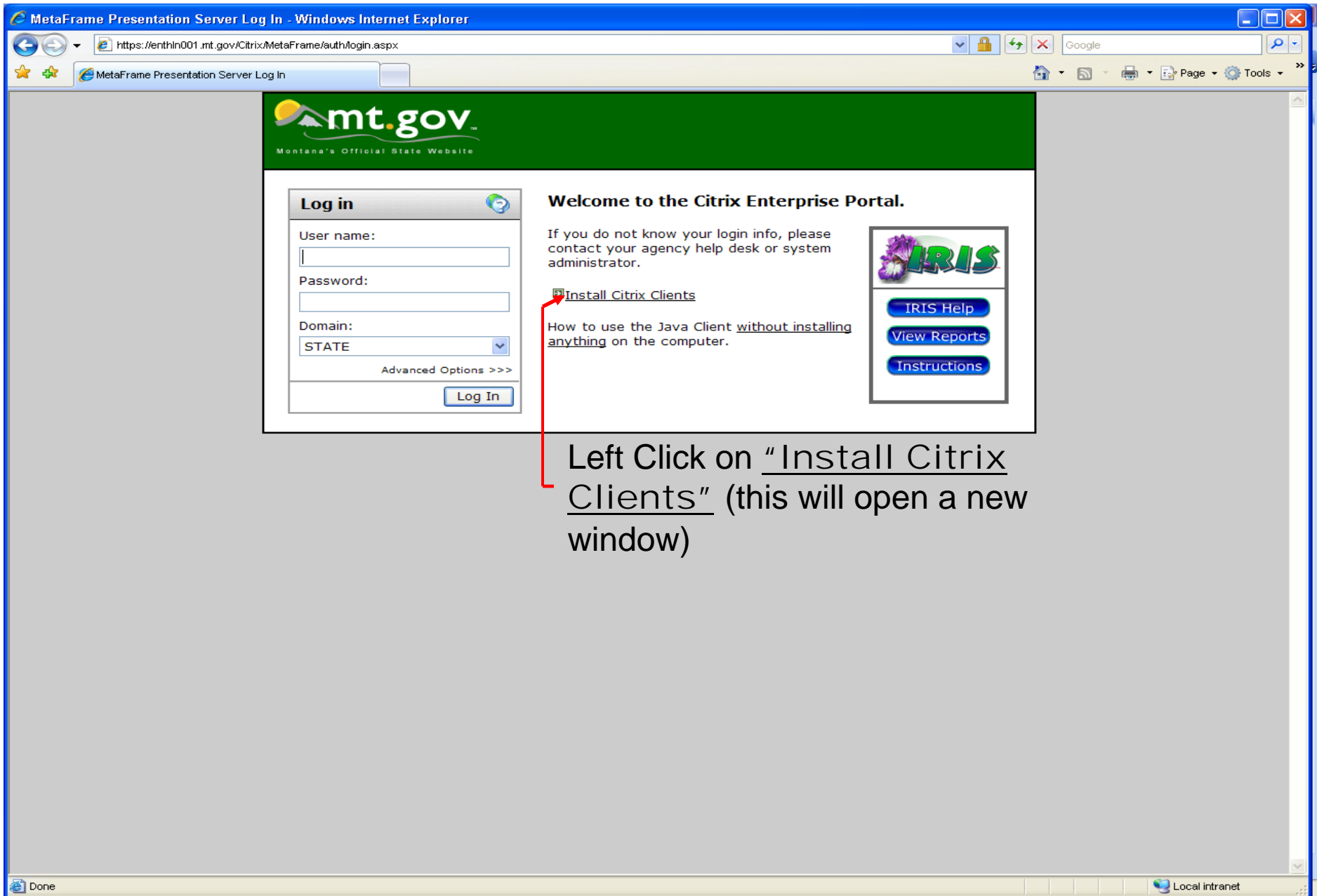
News Headlines  
Media Center

## Help us update OPI's Web Site!

Please take the survey before July 27 by clicking this link:  
[Web Site Update Survey](#)

Done Local intranet 100%

# Installing CITRIX



# Installing Citrix





# Installing Citrix

The screenshot shows a web browser window displaying the 'Install Citrix Client' page from the Montana Information Technology Services Division. A 'Save As' dialog box is open, showing the file 'ica32web.msi' being saved to the Desktop. The dialog box has a 'Save in:' dropdown set to 'Desktop'. The file name is 'ica32web.msi' and the file type is 'Windows Installer Package'. The 'Save' button is highlighted.

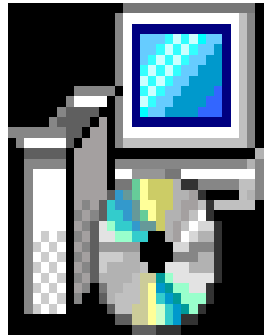
**1.** When the SAVE file box appears, change the Save in box (at the top) to "Desktop"

**2.** If you are asked to replace file, say "YES"

**3.** After Downloading is complete, close all screens until you are at your "Desktop"

# Installing Citrix

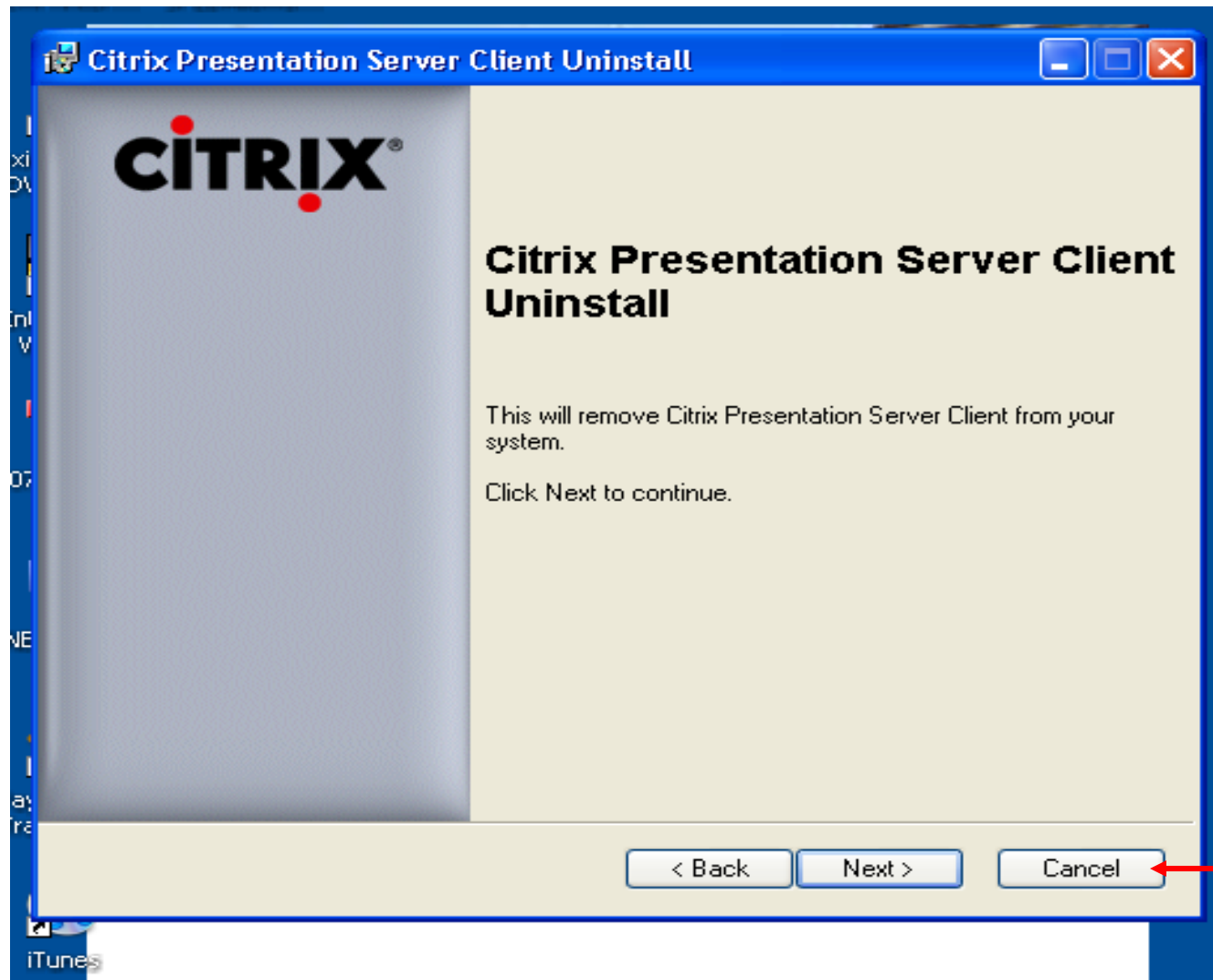
On Your Desktop,  
you will see this  
I-CON



NEXT: Double Left  
Click on this I-CON

## Ica32web.msi

# Installing Citrix



**NOTE:** You may or may not get this screen. This is the screen you will get if you have already installed the Citrix Client.



# Installing Citrix

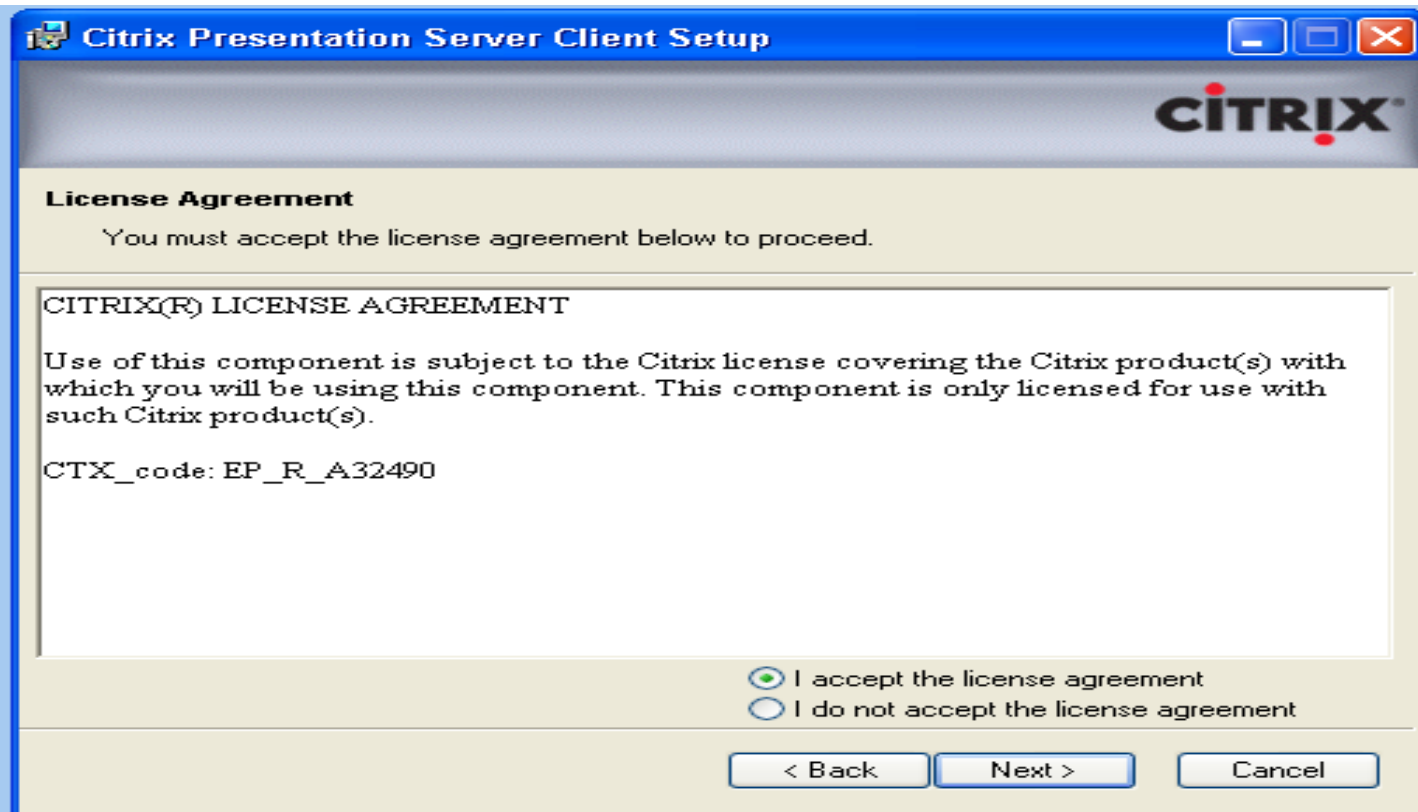


**NOTE:** If you are seeing this screen, you can click on Repair and click your way through. It will check to make sure you have installed correctly.

# Installing Citrix



# Installing Citrix

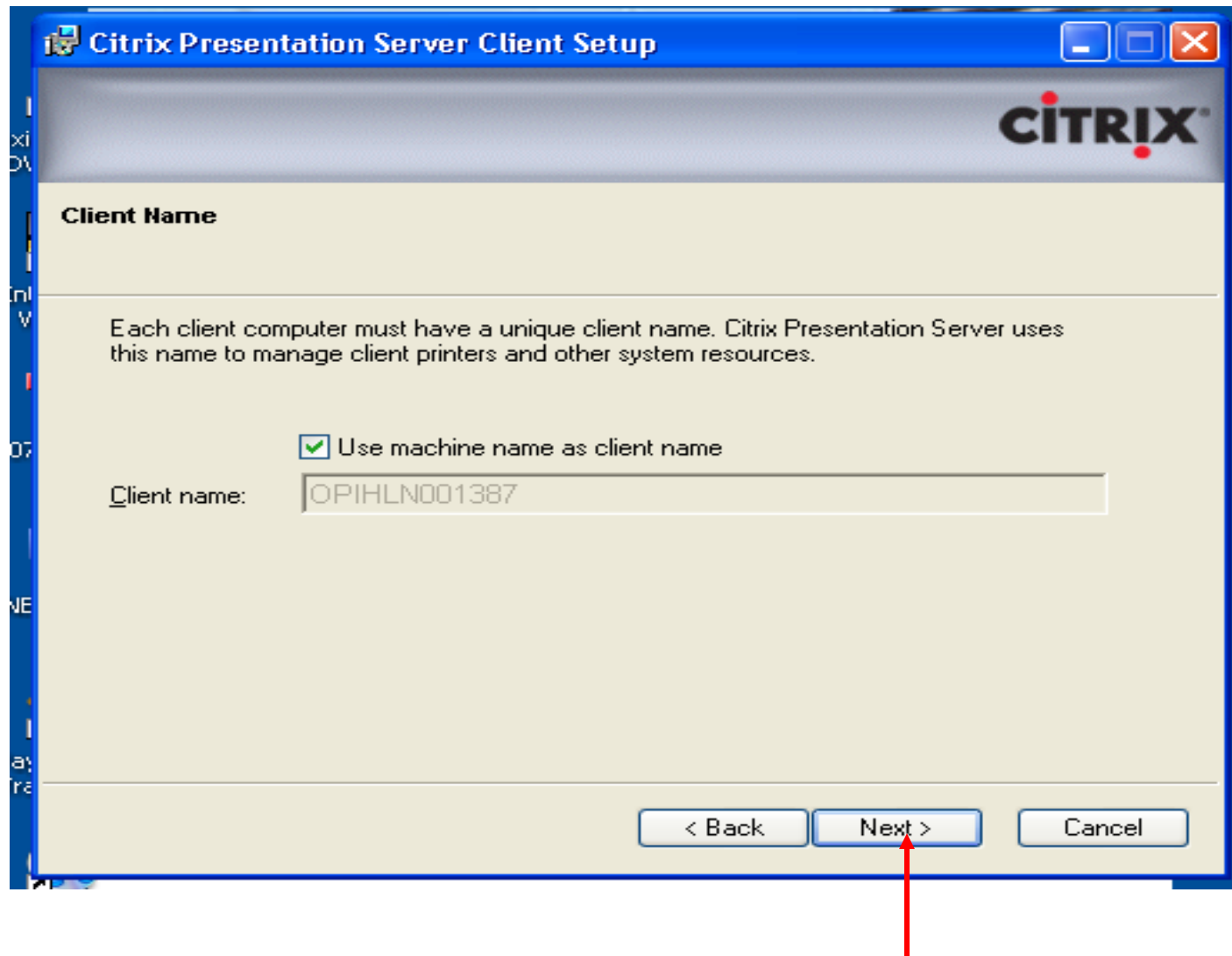


When asked if you will accept  
**License Agreement** click **“YES”**

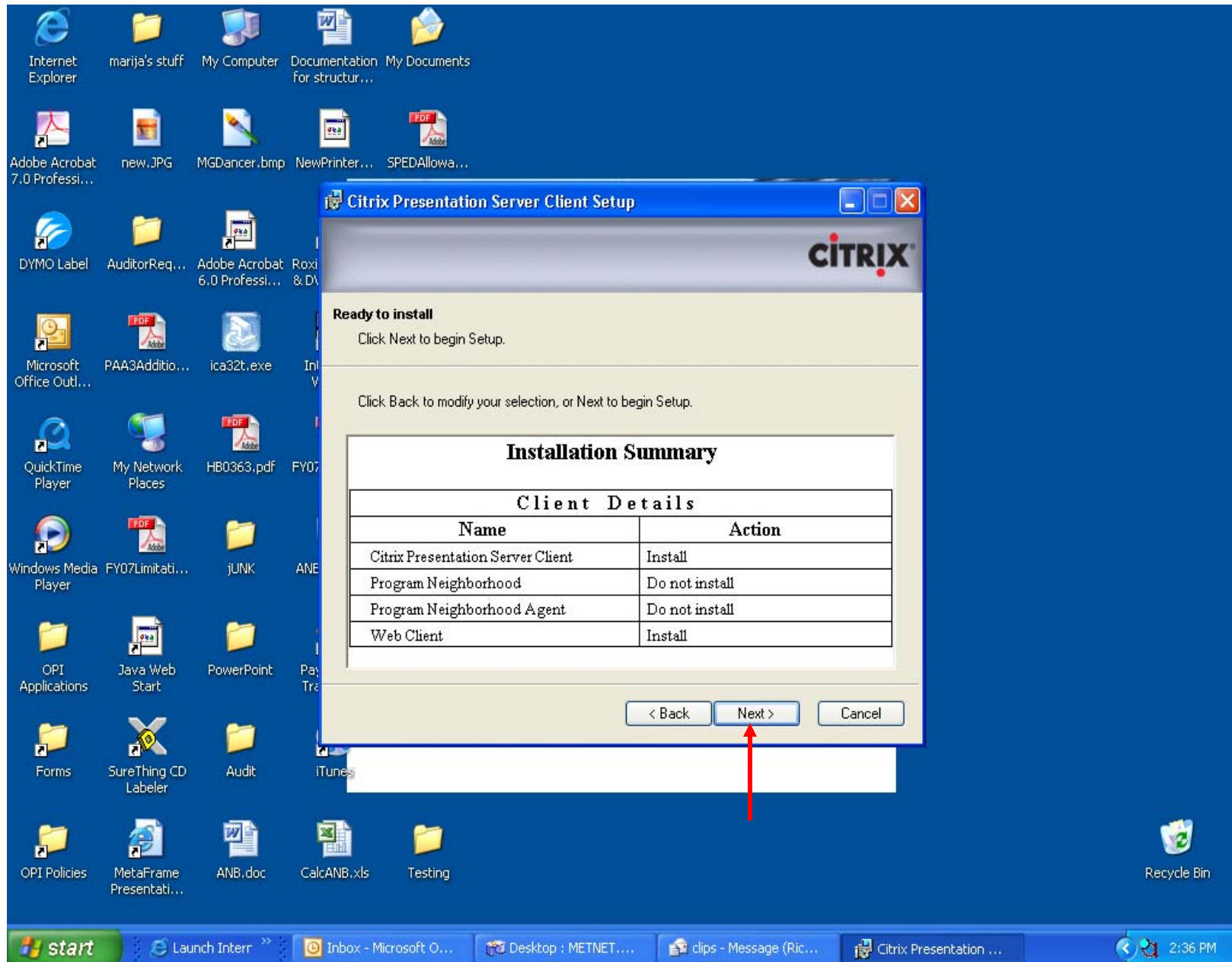
Then Click **NEXT**

Files will then copy. Restart  
Internet Browser, click **OK**

# Installing Citrix

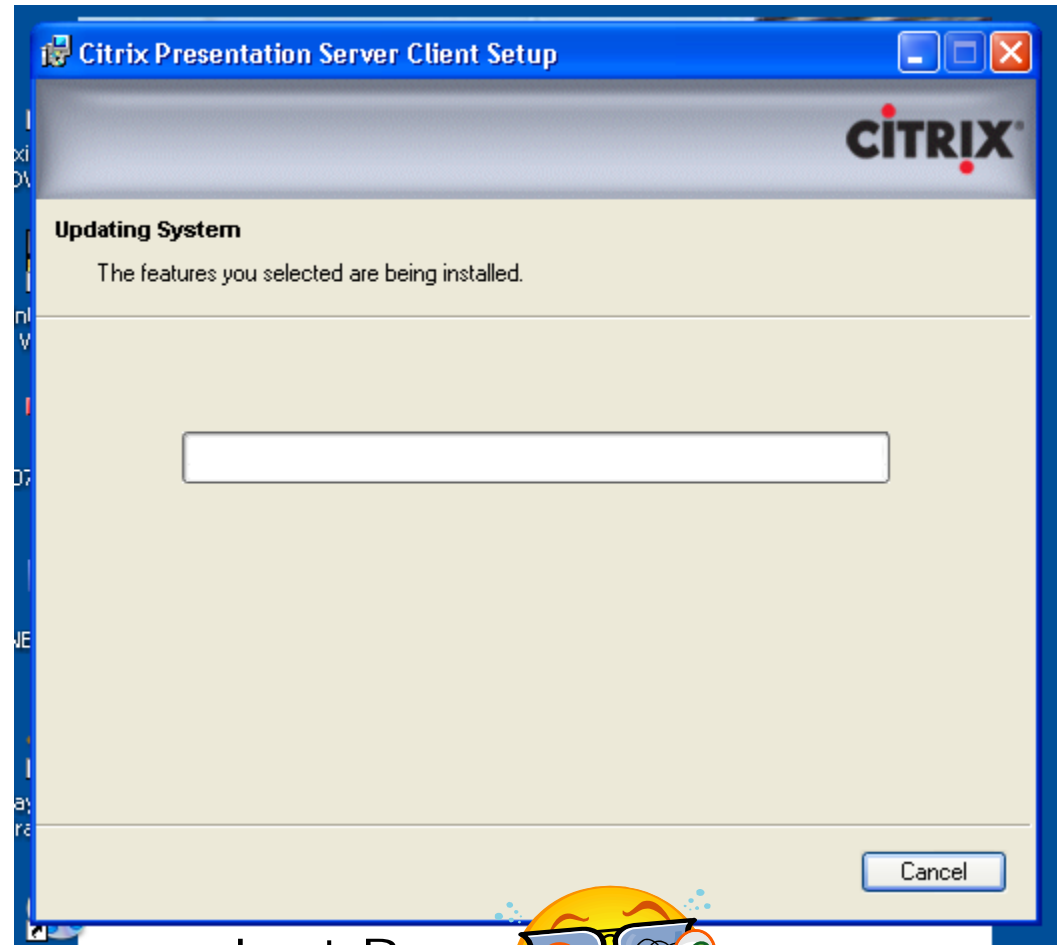


# Installing Citrix





# Installing Citrix



Just Be  
Patient!!



# Installing Citrix



# Logging Into Citrix

Montana Office of Public Instruction - Windows Internet Explorer

http://www.opi.mt.gov/

File Edit View Favorites Tools Help

Montana Office of Public ... Intranet - Home

Programs & Services of OPI:  
Official Mail RSS FEED OPI Staff Calendar Other Links Home

Get Answers Parents Ed Data Indian Ed **IRIS** Jobs Licensing Ed News METNET NCLB Report Card

Data Entry Reports Instructions Help

**Click on IRIS**

**OPI Web Weekend Outage beginning Saturday, July 25**

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Local intranet 100%

# Logging Into Citrix

MetaFrame Presentation Server Log In - Windows Internet Explorer

https://enthl001.mt.gov/Citrix/MetaFrame/auth/login.aspx

MetaFrame Presentation Server Log In

**mt.gov**  
Montana's Official State Website

### Log in

User name:

Password:

Domain:  
STATE

Advanced Options >>>


Log In

**Welcome to the Citrix Enterprise Portal.**

If you do not know your login info, please contact your agency help desk or system administrator.

[Install Citrix Clients](#)

How to use the Java Client without installing anything on the computer.



IRIS Help

View Reports

Instructions

Log In to Citrix using your Citrix username and password **(add JA for July/August at the end of the password you received)**

# MAEFAIRS

MetaFrame Presentation Server - Windows Internet Explorer

https://enthl001.mt.gov/Citrix/MetaFrame/site/default.aspx

MetaFrame Presentation Server

mt.gov  
Montana's Official State Website

**You will see a screen similar to this one.**

**TODAY Double click on OPI In-House Testing I-Con.**

**When prompted, enter your MAEFAIRS password**

**Applications**

Top Up

OPI In-House Testing

Active Directory Password Changer

Citrix Management Console

Document Direct

Draft Maefairs

Maefairs

OPI Desktop

OPI Forms Folder

OPI Travel

Outlook 2003

Log Off

**Welcome to the Citrix Enterprise Portal.**

If you do not know your login info, please contact your agency help desk or system administrator.

[Install Citrix Clients](#)

How to use the Java Client without installing anything on the computer.

**ATTENTION !!**

**Remember: Today only you will see this same screen. However, we can NOT go into MAEFAIRS Production during this training.**

**When you return home you will click on the MAEFAIRS I-Con with the Red check which will then take you to production.**

IRIS

IRIS Help

View Reports

Instructions



# MAEFAIRS

Maefairs - Production

Help

Type a question for help

3. Select a report you wish to run.

MAEFAIRS - (frmSwitchboard)

OPI  
MAEFAIRS  
Montana Office  
of Public Instruction

Enrollment

Trustees Financial Summary (TFS)

Budget

Tuition

Double Click On Title To Select Data Entry Screen: Description

Select a District:

Grant Elem	0003
Reichle Elem	0015
Wise River Elem	0007

Fiscal Year: 2008

☒ Preview

☐ Print

Exit


1. Select your School District

2. Make sure Preview is clicked.

# MAEFAIRS

**Maefairs - Production - [rptTfs : Report]**

Print... Save As... Close Find Help Save As PDF

 **Blank Trustees' Financial Summary**  
FY2006-07  
48 Stillwater County  
0861 Absarokee Elem

**Due Dates:**  
Board of Trustees transmits to County Supt. not later than August 15th (MCA 20-9-213)  
County Supt. transmits to the Office of Public Instruction not later than the 2nd Monday in September (MCA 20-9-211 & MCA 20-3-209)

*This report is the school district's official submission of annual financial information to the county superintendent and state superintendent under section 20-9-213, MCA.*

- Trustees are responsible for ensuring the accuracy and prompt submission of this report.
- Subsequent amendments to this report made by the clerk of the district as a result of the desk audit process are considered officially made on behalf of the trustees.
- Amendments initiated by OPI to correct coding or to comply with GAAP as a result of the desk audit process and which are communicated in writing to the clerk will be assumed to be accepted by the trustees unless the district notifies OPI in writing of their objection by December 20.
- This report and any amendments initiated by the district through December 20 are binding for use in determining various allocations of state and federal grants and in monitoring maintenance of effort for state and federal programs.

**Certification**

<b>Business Manager/Clerk</b> Sara Kerr	Phone #: (406) 328-4583
(Signature) _____	(Date) _____
<b>Chair, Board of Trustees</b> Steve Kynast	
(Signature) _____	(Date) _____
<b>County Superintendent</b> Judy Martin	
(Signature) _____	(Date) _____

**Software**

Accounting Package: Foxie Lady

For FY07 did the district employ a certified special education director? No

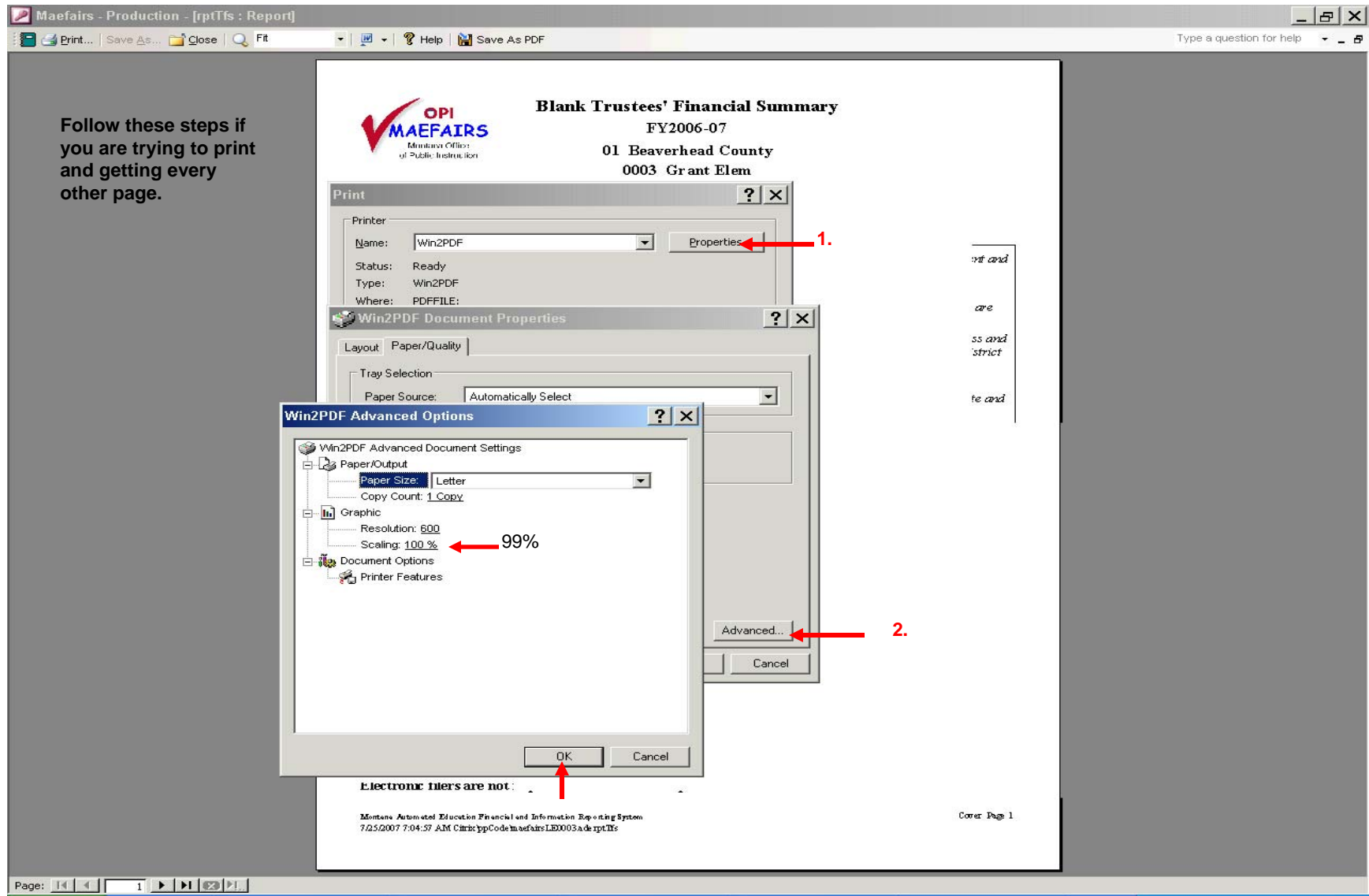
As reported on Annual Data Collection (ADC), the district does not employ a certified special education director meeting the requirements of having a class III Administrator's certificate with a principal's endorsement or a supervisor's endorsement in special education. Administrative rules provide expenditures coded to program 280, function 24XX and Object 1XX and 2XX in Funds 01, 24, 25, or 26 to be included in the calculation of reversion and disproportionate costs only if the district employs a certified special education director.

**Electronic files are not required to send the cover page to OPI.**

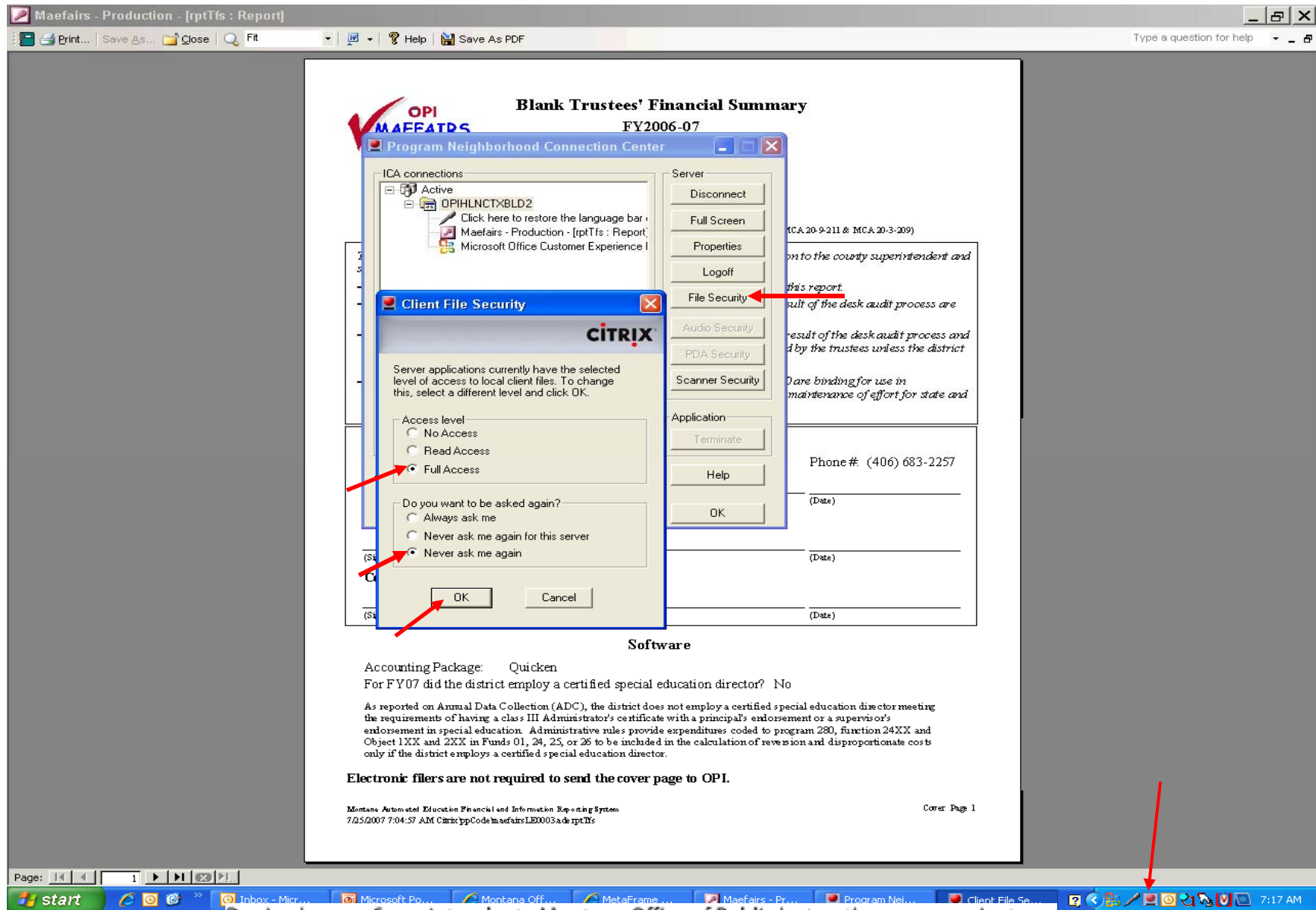
Montana Automated Education Financial Information Reporting System  
7/27/2007 11:21:12 AM rptd\MAEFAIRS\MAEFAIRS.adb rptTfs

Cover Page 1

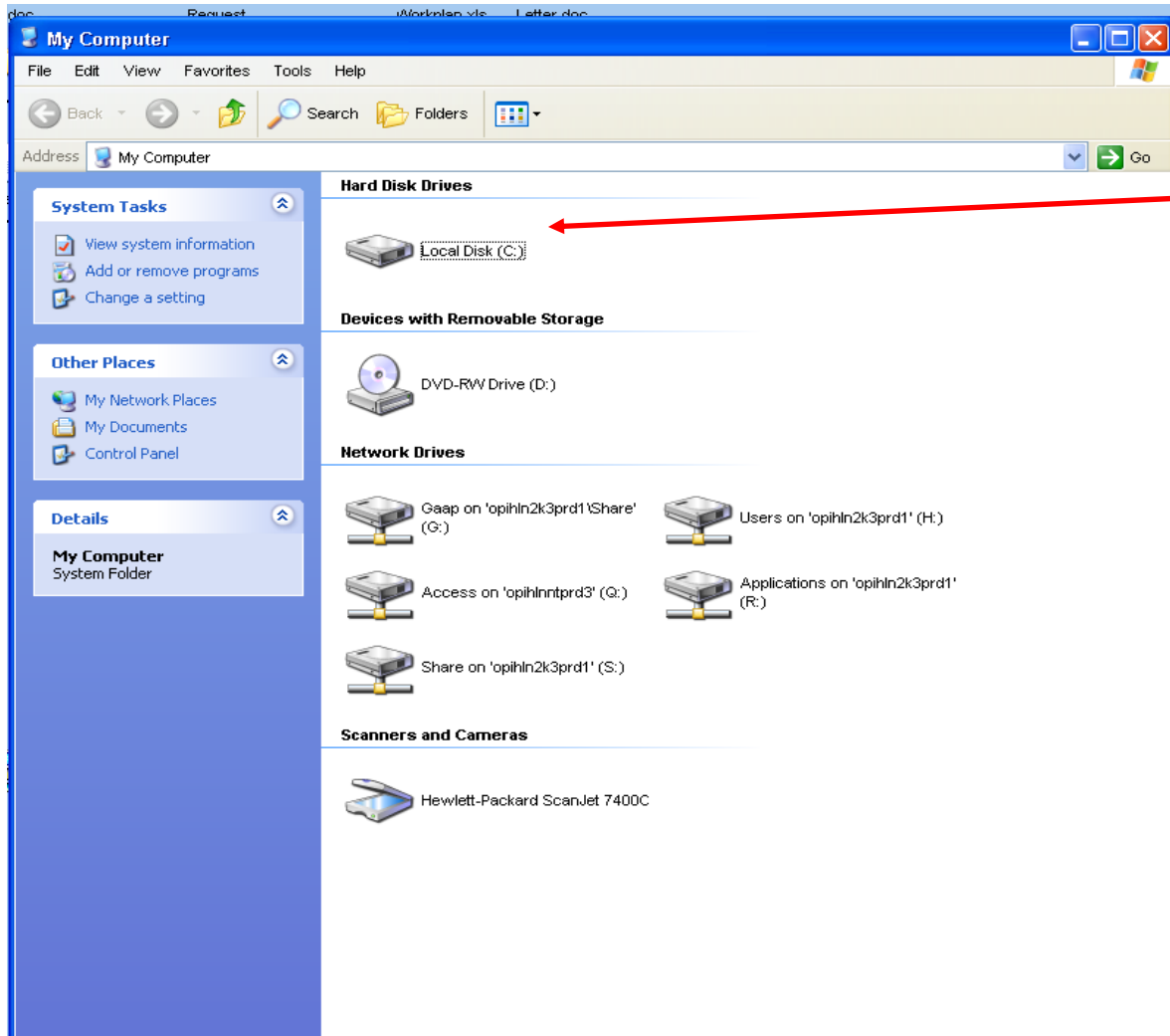
# MAEFAIRS Printing



# MAEFAIRS Printing



# MAEFAIRS



**1. Double Click on your My COMPUTER I-CON**

**2. Double Click on "C:"**

**3. Double Left Click on "OPI Reports"**

**4. Double Left Click on "MAEFAIRS"**

**5. Double Left Click on the PDF file just Saved (this will bring the report to your screen)**

**PRINT the report**



# MAEFAIRS

## Questions?

For Technical Assistance please contact  
Donell Rosenthal at 406-444-3024 or  
Email [drosenthal@mt.gov](mailto:drosenthal@mt.gov)

